



**City of Flagstaff  
Recreation Services  
211 W. Aspen St, Flagstaff, AZ 86001  
Phone: (928) 213-2300  
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## **CITY OF FLAGSTAFF RECREATION SERVICES SPECIAL EVENTS – RULES AND REGULATIONS**

### **DEFINING A SPECIAL EVENT:**

Any organized activity involving the use of, or having impact upon, City property, City facilities, parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a **permit**.

### **SPECIAL EVENT PERMIT PROCESS:**

1. The Applicant/Event Organizer completes a Special Event Permit Application including all necessary attachments and returns the completed application to City of Flagstaff, Recreation Services- Office of Community Events in-person, by mail, via fax or email.
2. The deadline for submitting Special Event Permit Applications is ninety (90) days for level A events; sixty (60) days for Level B events; and fourteen (14) days for Level C events prior to requested event date(s) (see section E “Special Event Permit Process” of the Special Event Status Policy for level details). Failure to do so will result in removal from the reservation system calendar and loss of historic precedence.
3. If the nature of the event warrants, Recreation staff will schedule the event for an "informal review" by City staff. The Applicant/Event Organizer will be notified of the meeting date and will be required to attend. The goal of the meeting is to inform the Applicant/Event Organizer of all Department/Division special use conditions.
4. The Special Event Permit Application will be processed and routed for review by City staff.
5. Special use conditions are compiled and provided to the Applicant/Event Organizer by a representative from the City of Flagstaff, Recreation Services-Office of Community Events.
6. Upon meeting all requirements and payment of fees an approved Permit is issued to the Applicant/Event Organizer.
7. Recreation staff compiles any post event comments – copy to Applicant/Event Organizer and file. The Applicant/Event Organizer will also be apprised of “Status Standing” (i.e.: if conditions established by the City were not followed). (See section D “Status of Event and Applicable Security Deposits” of the Special Event Status Policy for status details). The cost of cleaning and/or damages assessed and billed against the security deposit and remaining balances billed to Applicant/Event Organizer.
8. The event producer is guaranteed exclusive use of the permitted municipal park or facility for the duration of the allotted time indicated on the Special Event Permit. The event producer must have the issued Special Event Permit in their possession at all times. The event producer has the right to ask the violator(s) to exit the permitted municipal park or facility if they so desire. If the violator(s) fail to exit the premises, the Flagstaff Police Department may be called for assistance.

### **FEES AND DEPOSITS:**

1. User fees and deposits must be determined per current Special Event Fees and Charges and required as stated in the policies.
2. Security deposits will be determined as follows: Events in “Good Standing” will be required to pay the current stated security amounts; “Probationary” events will be required to pay 150% the stated security deposits; Events in “Poor Standing” will be required to pay 200%. (See section D “Status of Event and Applicable Security Deposits” of the Special Event Status Policy for status details).
3. All fees and deposits for events will be due forty – five (45) business days prior to Level A event dates, thirty (30) business days prior to Level B event dates, and seven (7) business days prior to Level C event dates, and may be paid by cash, check, money order, or credit card.
4. Parks and/or Facilities Maintenance overtime/holiday burden rates will be charged to the Event Organizer in the following situations:
  - Parks and/or Facilities Maintenance is required to perform maintenance duties outside of their normal working hours.
  - Parks and/or Facilities Maintenance is required to repair municipal parks/facilities due to damage caused during the Special Event.
  - Event Organizer fails to perform adequate cleanup during and after the event.
5. **All fees and deposit checks will be cashed upon receipt.** Refundable deposit amounts will be issued when all contractual terms have been met.
6. Upon the conclusion of the event, Recreation staff will assess the cost of cleaning and/or damages and the total will be deducted from the deposit.
7. Deposit refund balances will be issued to event organizer within 30 days after all contract terms are met post-event.

### **ORGANIZATION STATUS**

1. All entities or organizations without IRS 501 (C)(3) valid tax exemption status are considered to be commercial in nature unless they are a local community organization (i.e. church, club, school).
2. The IRS 501 (C)(3) refers to an organization that has been recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to your event date and is in good standing with the IRS. If you are a bona fide tax exempt nonprofit organization, a copy of the IRS 501 (C)(3) tax exemption letter certifying your current tax exempt, non profit status is required.
3. Applications must attach a copy of this tax exemption letter with their application otherwise, commercial, for profit, rates will apply. For local community organizations, a narrative by the chief officer of host organization must be submitted with the application.

### **CANCELLATIONS AND REFUNDS:**

1. Written cancellation notice must be delivered to the Office of Community Events at least thirty (30) business days in advance of Level A event dates, fifteen (15) business days in advance of Level B event dates, and three (3) business days in advance of Level C event dates for a full credit of deposits and fees. Cancellations after that time may result in forfeiture of deposits and fees.
2. Application fees are non-refundable and are applicable regardless of event cancellation.
3. Event Organizer may decide up to twenty-four (24) hours prior to use to request a postponement of the event due to weather and reschedule for another available date during the same season at no additional charge. City of Flagstaff-Recreation Services

is not obligated to provide an acceptable date to the event organizer postponing their event.

#### **MUNICIPAL PARK/FACILITY AVAILABILITY:**

1. Special Event Permit Applications are accepted a maximum of one (1) year in advance of the event. If an organization/individual has established a historical event during the same time each year, and rates in “Good Standing” or “Probationary Standing” that organization/individual will take precedence over any other submitted event proposed for the same time frame.
2. The Community Enrichment Services Director has the authority to decline proposals for events that are located in areas of close proximity to historical or already permitted events. The Community Enrichment Services Director also has the authority to allow events requiring special consideration due to the nature of the event and benefit to the community.
3. The use of park property must not be granted when, as determined by the Community Enrichment Services Director or a designated representative, such use is unsafe, will damage the facility, or is not in the best interest of the City.
4. Applicant/Event Organizer must obtain a permit to use a municipal park/facility. This Special Event Permit will allow use for a maximum of three (3) days with one (1) day prior for set up and one (1) day post-event for tear-down. Event cannot occur during the set up and tear down dates.
5. The exclusive use of playground areas, skate parks, and BMX parks cannot be reserved by one group, and access to the area by the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured. The City of Flagstaff, Recreation Services-Office of Community Events **does not** permit special events in any city owned skate park or BMX park.

#### **PRIVATE PROPERTY/TEMPORARY USE PERMITS:**

1. Events Requiring a Temporary Use Permit
  - Events on **private** property may require a Temporary Use Permit issued by the Community Development Department Planning and Development Services.
  - Regulations governing temporary uses located on private property can be found in the Land Development Code, 10-03, Division 10-03-004. Contact the Planning and Development Services at (928) 779-7685 ext. 7356 for information and permit procedures.
2. Events **NOT** Requiring a Temporary Use Permit
  - Events on private property zoned for residential uses, which are conducted by the person, company or organization owning the property, and which do not exceed 48 hours or occur more than 4 times per year, do not require Temporary Use Permits.
  - This does not relieve private property owners of the need to comply with other regulations, such as the Noise Ordinance, Sales Tax Ordinance, provisions of the Zoning Ordinance, etc.

#### **EVENT SITE PLAN/ELECTRICAL SITE PLAN/TRAFFIC CONTROL PLAN:**

1. Applicant/Event Organizer must submit, with the Special Event Permit Application, an **Event Site Plan** that includes the event area or route, indicating the location of equipment and specific activity areas. **Applications will not be accepted without the Event Site Plan.** The Event Site Plan must include all fencing, or blockage of any area. Electrical panels and fire hydrants must be accessible from the street. Any changes to the Event Site Plan must immediately be communicated to the Community Events Coordinator and a new illustrated Event Site Plan is required.

- Your **Event Site Plan** should be submitted in an 8 ½" x 11" or 8 ½" x 14" format.
  - Location of equipment and parking must be provided in the Event Site Plan.
  - An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding areas. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
  - The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
  - The provision of minimum sixteen feet (16') emergency access lanes throughout the event venue if the event involves the closure of any street.
  - When closing streets, Fire Lanes are required; they must be approved and indicated on the Event Site Plan. They must be identified with signs indicating "Temporary Fire Lane – No Parking."
  - The location of first aid facilities and ambulances.
  - The location of all stages, amplified stage equipment, platforms, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, carnival/amusement rides, merchandise vendors, controlled access/admission areas, and other temporary structures or activities.
  - A detail or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
  - Generator locations and/or source of electricity.
  - Placement of vehicles and/or trailers.
  - Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
  - Identification of all event components that meet accessibility standards (i.e. parking for the disabled, access areas, etc.)
  - The Community Enrichment Services Director or designee has the right to adjust Event Site Plans in order to protect the well being of the public.
  - Other related event components not listed above.
2. If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, an **Electrical Site Plan** indicating all electrical equipment requiring electrical power, anticipated amperage draw (per item and in total), and an Electrical Site Plan with the layout of extension cords and spider boxes. Event amperage requirements are requested for the safety of the event and in order to ensure adequate electrical needs can be met. The Applicant/Event Organizer must provide their own electrical equipment (i.e., generator or spider boxes) and electrical set-up.
- The Electrical Site Plan must be approved by the Facilities Maintenance Superintendent and the City Electrician at least 48 hours prior to the start of the event. A \$50.00 charge will be applied to any electrical troubleshooting problem that requires an on-call City Electrician to respond if the problem is caused by a deviation to the approved Electrical Site Plan.
  - The City's Facilities Electrical Inspector will inform the Applicant/Event Organizer of any additional requirements upon review of the Special Event Permit Application and/or during the pre-event walkthrough.

3. If applicable, the Applicant/Event Organizer must submit, with the Special Event Permit Application, a **Traffic Control Plan** indicating vehicle/pedestrian traffic control, detour routes, directional signs, barricades, and street closures.
  - a. This must be submitted for the proposed closure of any street, sidewalk, alley, right-of-way, parking lot or similar public access area.
  - b. Include/indicate the proposed parade/race route, if applicable.
  - c. Traffic Control Plans must be dated and approved for the current year.
  - d. Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer.
  - e. The Traffic Control Plan must be developed by a licensed and bonded barricade company. Once approved, the Traffic Control Plan must be executed by a certified technician from the barricade company.
  - f. The Applicant/Event Organizer is responsible for providing all required barricades and traffic control signs.
  - g. Traffic Control Plans must be finalized and approved by the Office of Traffic Engineers at least seven (7) business days prior to the event.
4. **Applications will not be processed without an Event Site Plan and other applicable plans as described above.**

#### **MEDICAL PLAN:**

The event organizer is required to provide first aid and medical coverage for the event. The following matrix is provided as a tool in an effort to help determine the appropriate medical services needed based on the number of anticipated attendees.

PUBLIC ATTENDANCE	# OF FIRST AID STAFF	# OF FIRST AID STATIONS
200 – 1,000	1	1
1,001 – 10,000	2	1
10,001 – 14,000	4	2
14,000 +	4	2 + standby ambulance

- A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one CPR and first aid certified individual with appropriate supplies. The station must have capability of calling “911” in case of a medical emergency.

#### **SECURITY PLAN**

1. A **Security Plan** is required to provide a safe and secure environment for the event.
2. The size, type, time of day and location of your event, as well as the overall activities, are all areas that need to be analyzed in depth and addressed through your **Security Plan**.
3. The Flagstaff Police Department has final authority to determine event security requirements.
4. The Flagstaff Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a Special Event.
5. Flagstaff Police Department Officers working special events are employees of the City of Flagstaff and do not work for the applicant.
6. If the prescribed numbers of Flagstaff Police Department Officers or private security guards are not provided, or prove inadequate, the Flagstaff Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization.

### **ACCESSIBILITY PLAN**

1. To comply with all City, County, State and Federal Disability Access requirements an **Accessibility Plan** is required when submitting your application.
2. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities.
3. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. It cannot, however, be offered only to patrons with disabilities.
4. Disability access may include parking, restrooms, telephones, clear paths of travel, transportation, signage, accessible vendors and booths.
5. The use of truck track is required to cover electrical cables impeding access on paths of travel.
6. In order to mitigate tripping hazards, small electrical cords are required to be secured.
7. If all areas are not accessible a map or program must be provided to disabled attendees indicating the accessible restrooms, parking, telephones, drinking fountains, etc.

### **PARKING AND SHUTTLE PLAN**

1. A **Parking and/or Shuttle Plan** is required for the safe arrival of event attendees, participants, and vendors and must be suitable for the environment in which your event will take place. Parking, traffic congestion and environmental pollution are all factors of concerns with events that should be addressed in this plan.
2. The use of carpools, public transportation and alternate modes of nonpolluting transportation must be used whenever possible.
3. Accessible parking and/or access in your event plans must be included.

### **PORTABLE AND PERMANENT RESTROOMS:**

1. Portable restrooms are required for any event estimating an attendance of 100 or more people. The following are Coconino County Health Code requirements which are to be implemented at your event. If no permanent restrooms are on-site and the event expects less than 100 attendees, portable restroom requirements will be determined on a case-by-case basis. The Applicant/Event Organizer is responsible for contacting portable restroom vendors.

<b>No. of Attendees</b>	<b>No. of Hours Per Event/Day</b>	<b>No. of A.D.A. Accessible Restrooms</b>	<b>Total No. of Recommended Restrooms</b>
<b>100</b>	1-5 hrs.	1	1
	5-10 hrs.	1	2
<b>250</b>	1-5 hrs.	1	2
	5-10 hrs.	1	3
<b>500</b>	1-5 hrs.	1	5
	5-10 hrs.	2	6
<b>1,000</b>	1-5 hrs.	4	10
	5-10 hrs.	5	12
<b>2,000</b>	1-5 hrs.	6	20
	5-10 hrs.	7	24

- For locations with space constraints, an option to reduce the total number of required restrooms is to clean and replenish five (5) hours into the event in order to maintain appropriate health and sanitation standards.
  - For multiple day events, restrooms must be cleaned at the end of each day or prior to the next event day in order to maintain health and sanitation standards.
  - It is up to the event organizer to fully consider all aspects of their event (i.e. alcohol consumption, weather) to ensure an appropriate number of restrooms are made available.
  - Designated accessible restrooms (to accommodate wheelchairs and assistive devices) are required (any person may use these).
  - For events with an estimated attendance over 2,000 attendees, 30% of total portable restrooms provided must be designated accessible.
  - The City will charge the Applicant/Event Organizer for associated costs when City of Flagstaff provided restrooms facilities are not cleaned and restocked following use.
  - Portable units may not be placed on sidewalks or grass areas.
  - Portable toilets are to be removed immediately after the event or teardown time specified within the Special Event Permit Application. Fees may apply for additional rental of space or removal of the portable restrooms.
2. Wheeler Park
    - Portable Restrooms must be placed in the Wheeler Park Parking lot. Restrooms may not be placed in any portion of the Park itself or on the sidewalks.
  3. If a City site includes permanent restrooms, it is the responsibility of the Applicant/Event Organizer to clean and restock the restrooms during the course of the event. Restrooms will be locked at night and opened in the morning during the event by the Applicant/Event Organizer to prevent unauthorized use. Recreation Services staff will inspect the restrooms before, during and after the event to ascertain the condition of the facility. The Applicant/Event Organizer is responsible for any damage to the restrooms. Portable restrooms may be required and addressed during the routing process for those municipal parks/facilities that have permanent restrooms.

**FLAGSTAFF POLICE DEPARTMENT SERVICE INFORMATION:**

1. The event organizer must provide security and law enforcement.
2. The Flagstaff Police Department has final authority to determine your event security requirements. The Police Department will determine the necessity and make the final determination on whether uniformed personnel must be present at a Special Event.
3. Any event involving alcohol sales must have a copy of an approved Special Event Liquor License Application or a copy of the Special Event Liquor Permit. An approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application or during the routing process through the City of Flagstaff Police Department. (See Section Alcohol on page 9 for rules and regulations regarding alcohol at Special Events.)
4. Police officers assigned to work special events are generally off-duty officers working at overtime pay rates. Applicant/Event Organizers will be billed at the full overtime/holiday burden rate of the individual officer(s) working the event. Applicant/Event Organizers are reminded that officers working special events, although assigned specifically to the particular event, are employees of the City of Flagstaff and do not work for the Applicant/Event Organizer.
5. If the prescribed number Flagstaff Police Department commissioned law enforcement officers and/or private security guards are not provided, or prove

inadequate, the Flagstaff Police Department maintains the right to shut down any or all components of the event and/or to provide additional police services that will be billed directly to the Host Organization.

6. Special events that generally require Police Department presence are those that:
  - Involve the sale and consumption of alcohol
  - Generate profit for the Applicant/Event Organizer
  - Involve other public safety risks such as parades, sizeable attendance, high profile or other factors potentially adverse to community tranquility and peace.
7. Applicant/Event Organizers should consider these factors early in the special event planning process and coordinate with the Flagstaff Police Department as soon as possible.
8. The Flagstaff Police Department may be reached at (928) 556-2211 or (928) 556-2312 for more information.

#### **FLAGSTAFF FIRE DEPARTMENT SERVICE INFORMATION:**

The Flagstaff Fire Department will consider and require the following items:

1. Event Site Plan showing all locations and aspects of the event must be included with the Special Event Permit Application.
2. Tents greater than 200 square feet and canopies greater than 400 square feet require a permit from the Flagstaff Fire Department.
3. Vendors using heat, spark, or flame producing equipment must keep same equipment well away from combustible materials and have an approved portable fire extinguisher close at hand.
4. Food preparation inside an enclosed self-contained structure, producing grease laden vapors, must be equipped with an approved, type one, grease extraction hood and an approved automatic fire extinguishing system installed within the hood and associated duct work.
5. Heating and/or cooking equipment inside of or under membrane structures will require prior location approval from the Flagstaff Fire Department and verification from the product manufacturer that the membrane material is flame retardant.
6. Tents where cooking is performed shall be separated from other tents, canopies or other membrane structure by a minimum of 20 feet.
7. Compressed gas bottles/cylinders must be stabilized to prevent tipping or falling over.
8. Extension cords must be of the heavy duty, grounded type (12/3) and listed for exterior use (weatherproof). The ground prong must be intact and must only be plugged into a 3-pronged receptacle.
9. Liquid or gas fueled appliances must be in good repair without fuel leaks or frayed electrical cords. Extra fuel must be kept in containers approved for that use and must not exceed 5 gallons in capacity.
10. When closing streets, 16' fire lanes are required. They must be approved and indicated on the site plan and traffic control plan. They must be identified with signs indicating "Temporary Fire Lane – No Parking." Additionally, parking on adjacent streets must be monitored to ensure passage is not obstructed and temporary "No Parking" signs must be installed where needed.
11. Heritage Square is built above an underground parking garage. The floor of Heritage Square is designed to support only the weight of the occupancy loads listed below. The occupancy load must not be exceeded throughout the event. Use barricades and persons with counters to enforce the maximum occupancy loads.
  - The maximum occupancy load for Heritage Square is 1269 people and the breakdown of distribution is as follows:



- Plaza Area- 957 people
- Steps- 230 people
- Stage- 82 people

When the Fire Department determines the occupancy load limits are not being enforced, off duty Flagstaff Fire Inspector(s) will be assigned to this event to monitor the occupancy loads until the event ends and to ensure that the occupancy load is not exceeded. The event organizer or Applicant/Event Organizer will be billed at the rate of \$30.00 per hour for each Fire Inspector.

12. Upon review of the Special Event Permit Application, the Fire Prevention Inspector may require that an on-site inspection take place. If so, the Applicant/Event Organizer will be notified and will then have five (5) working days prior to the event to schedule an inspection. Make an appointment with a Fire Prevention Inspector by calling (928) 779-7688, ext. 7293 or by visiting the Fire Department Administration Office located in City Hall, 211 W. Aspen Ave.
13. Banners, signs, arches, and objects shall not be strung or erected across any portion of the street or fire department access; unless the clearance below any part of the object is 13'6" or higher, and the width is one traffic lane wide. Arches placed in the traffic lane shall have a clearance of at least 13'6" from side to side, and shall not diminish the width of one street lane at the base. **NO EXCEPTIONS.**

#### **ALCOHOL:**

1. An approved Special Event Liquor License application must be obtained prior to submitting a Special Event Permit Application or during the routing process through the City of Flagstaff Police Department. Liquor licenses are distributed by the state but require the approval of the municipality and/or county in which the event is being proposed.
2. Special Event Liquor License applications are available at the City Clerk's Office located in City Hall, 211 W. Aspen Ave or contact (928) 779-7607 for additional information. After completing the application, the Applicant/Event Organizer must deliver or send the application to the Police Department for review no later than seventy-five (75) days prior to the event.
3. Flagstaff Police Department Special Event Liquor License Applications will not be processed without a copy of the Special Event Permit Application and Site Plan from the Office of Community Events.
4. The Police Department will not approve an application for a Special Event Liquor License if the application involves the closure of a street for the primary purpose of providing more square footage to the Applicant/Event Organizer for the sale and consumption of alcoholic beverages.
5. Council approval must be received in order for a Special Event Permit to be issued for any event proposing to serve alcohol at Heritage Square.
6. If three or more alcohol related criminal acts occur at an event with alcohol, a beer garden (see below) will be mandated for the next year of your event. If no violations occur the following year, the beer garden requirement is open to negotiation. If there are three (3) or more violations the subsequent year occur with the beer garden in place, the Flagstaff Police Department may deny your permit.
7. If mandated, the following guidelines apply:
  - Beer Garden must be enclosed by an approved barrier.
  - The entrance and exit must be properly marked.
  - Entrance and exit must be staffed with security personnel who are checking identifications.
  - Only those over the age of 21 are allowed in the beer garden unless with a

parent or guardian.

- Those over 21 must be given bracelets to identify them as over 21.
- No over-serving.
- No drinks are allowed to leave the beer garden.
- Depending on event size, more than one garden may be approved.

#### **NOISE CONTROL:**

1. All event amplification must end by 10:00 p.m., Monday through Sunday. The park may remain open until 12:00 midnight Friday and Saturday and 10:00 p.m. Sunday through Thursday.
2. All events with amplification may not begin amplified entertainment until 12:00 p.m. on Sundays and 9:00 a.m. Monday through Saturday.
3. Event organizers must be mindful of noise generated by entertainment and equipment and how it may negatively affect nearby residents and businesses. Police may submit a written notice to the event organizer providing recommendations to alleviate noise related complaints.
4. The City's Noise Ordinance Code 6-08 applies at all times.
5. If event staff decides not to comply with police submissions, the Flagstaff Police Department has the authority to close an event or a portion of an event when responding to a legitimate citizen complaint. A police service fee for responding to two or more complaints (after having received a written notice) may be assessed to the event organizer.
6. Wheeler Park, Foxglenn Park and Thorpe Park:  
(Due to the nature of Wheeler Park, Foxglenn Park and Thorpe Park being within a short proximity to residential neighborhoods, the following sound regulations apply):
  - Wheeler Park - Speakers will be directed away from neighborhood areas. The direction must be indicated on the site plan and is subject to discussion.
  - Foxglenn Park - Speakers will be directed away from neighborhood areas. The direction must be indicated on the site plan and is subject to discussion.
  - Thorpe Park - Speakers will be directed away from neighborhood areas. The direction must be indicated on the site plan and is subject to discussion.
  - Decibel levels read from 100 feet of the speaker locations must not exceed 96 decibels, A weighted.
  - Event organizers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored and remain within the above guidelines.
7. The ability to offer live amplified entertainment in other city owned parks will be determined on a case by case basis, however the following rules will apply if approved:
  - Speakers will be directed away from neighborhood areas. The direction must be indicated on the site plan and is subject to approval.
  - Decibel levels read from 100 feet of the speaker locations must not exceed 96 decibels, A weighted.
  - Event organizers are required to have a decibel level meter at the soundboard for all events with amplified sound. Levels must be monitored and remain within the above guidelines.

**GENERATOR USE:**

1. All generators associated with the event must be turned off (with exception of a whisper-watt quiet generator approved by the Office of Community Events staff) concurrently with the event ending each evening.
2. Event organizers may supply those in need of overnight electrical use access to the City electrical pedestal or direct them to legal camping locations where generator use does not impact residential areas.

**HOURS OF OPERATION:**

1. Flagstaff City Code (8-11-001-005. Use By the General Public/Hours of Use)
  - Permitted hours of use must be between 5:00 a.m. and 10:00 p.m., Sunday through Thursday, and 5:00 a.m. and 12:00 midnight, Friday and Saturday, unless such person has acquired the appropriate permit from the City of Flagstaff, Recreation Services-Office of Community Events.
2. City Hall business hours between the dates of May 1<sup>st</sup> through Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31<sup>st</sup> are 8:00 a.m. – 5:00 p.m.

**FOOD CONCESSIONS, VENDING, OTHER:**

1. The Event Organizer is required to obtain a Special Event permit from the Tax, License, and Revenue Division for each event.
2. Applicant/Event Organizer will be required to provide a list of all individuals scheduled to sell merchandise, food or other items at least fourteen (14) days prior to the event. The information must include company name, contact person, address, phone number and current city business license number if applicable. All information is confidential and is for City Tax and Licensing use only.
3. Contact the City Tax and Licensing Department at (928) 779-7614 for more information.
4. Concessionaires and vendors located on landscaped turf areas are required to provide a trip-proof ground protection mat immediately in front of or within the interior dimensions of their space. Ground protection mat may not be staked and must mitigate tripping hazards.
5. If there are vendors at the event, the Applicant/Event Organizer must collect a \$15.00 fee from each vendor that does not already have a City Sales Tax License. The fees and list of vendors must be submitted to the Tax, License, and Revenue Division on the following business day after the event.
6. Food booths are defined as a temporary facility operating for a short period of time in connection with a public gathering from which food items are sold/distributed.
7. Overnight camping within City limits unless in a designated camping site is disallowed per Land Development Code (City Code Chapter 8-11-001-0010 Prohibited Activities).
8. Event organizer will provide all vendors with a list of legal overnight parking/camping facilities (list available from the Office of Community Events).
9. Applicant/Event Organizers will specify the location of all proposed food booths.
10. Include location of vendors on site plan submitted with your application. Vendors are not to extend beyond the boundaries of the site plan when loading or unloading supplies.
11. Applicant/Event Organizers are responsible for obtaining County Health Permits for food handling, preparation and public distribution. Contact (928) 679-8750 for more information regarding County Health Permits.
12. Food vendors must be self-contained.
13. Fire extinguishers are required per Fire Department regulations.

14. Applicant/Event Organizer is responsible for ensuring that vendors have properly disposed of grease and other materials/items, and that they have been removed completely from the site.
15. Provide electrical amperage draws for equipment when submitting your application.
16. The Special Event permit will allow you exclusive control and regulation of any concessionaires within your defined venue.

**PARKING LOT USE & CLOSURES:**

1. The City Hall north parking lot, also known as the Wheeler Park parking lot, may not be fully closed to the public prior to City Hall closing hours on workdays. Half closures are allowed one workday prior to the event in order to allow safe set-up of equipment. A loading/unloading zone must be specified within the Event Site Plan.
2. With the exception of the allowable half closure indicated above, City Hall parking lots (west and north) may not be closed for event purposes during City Hall operating hours.
3. Event organizers, volunteers, vendors, contracted personnel and attendees are not permitted to park in the Library parking lot.
4. The Applicant/Event Organizer is responsible for posting and maintaining parking lot closure notification two (2) days prior to the affected date.
5. During City Hall non-business hours vendors should park at other locations in order to provide ample event attendee parking.
6. It is the responsibility of the event organizer to ensure that vendors, delivery vehicles, staff, or anyone associated with the implementation of the event does not park in any non-permitted parking lots during normal business hours.
7. City Hall business hours between the dates of May 1<sup>st</sup> through Labor Day are 7:00 a.m. – 4:00 p.m. and between the dates of Labor Day through April 31<sup>st</sup> are 8:00 a.m. – 5:00 p.m.

**STREET CLOSURES AND USE:**

1. Street closures may occur when affiliated with outdoor special events including but not limited to parades, races, competitions, displays, fairs, and festivals. The proposed street closure will be illustrated through an Event Site Plan and Traffic control plan which are required with the Special Event Permit Application. Traffic Control Plans must comply with the current Manual on Uniform Traffic Control Devices and are subject to approval by the City Traffic Engineer. (For more information on Traffic Control Plans see Section Traffic Control Plan on page 3,4 of City of Flagstaff Rules and Regulations).
2. All street closures must allow for fire lane access during the event.
3. The Police Department will determine if the special event and street closure requires uniformed personnel present at the event.
4. The Applicant/Event Organizer must notify merchants and residents affected by the street closure no later than two weeks (14 calendar days) prior to the event and no sooner than thirty (30) calendar days prior to the event. Copies of the notification letters or flyers with a list of recipients must be submitted to the City of Flagstaff, Recreation Services - Office of Community Events no less than two weeks (14 calendar days) prior to the event.
5. Event Organizer must provide a parking attendant for the Library parking lot when Aspen Avenue entrance or Birch Avenue entrance is blocked by a full or partial street closure. This parking attendant is responsible for monitoring safety and availability of parking spaces for library patrons.

6. One-way streets may not be closed in the Downtown Historic District (bordered by Humphreys Street, Route 66, San Francisco Street and Cherry Avenue and Birch Avenue east of Humphreys) except for:
  - Parades
  - Community-wide events for all ages when there are no other venues available. Other locations include any outdoor location owned by the city large enough to occupy a community-wide event. Other venue availability is determined by previously reserved activities that may conflict with a community-wide event. If there are not conflicts, other venues are preferred and will be approved for use in replacement of one-way street closures.
7. Two-way (both directions), single block side street full closures are permitted except for:
  - The full closure of Birch Avenue between Humphreys Street and Sitgreaves. On this section of Birch Avenue, the Eastbound (south) lane of Birch Avenue may be fully closed/blocked for the duration of an entire event and however, the Westbound (north) lane must remain open to traffic.

**INSURANCE:**

1. For events and series of events occurring on City-owned property, the Applicant/Event Organizer must provide a Certificate of Insurance for commercial general liability, auto liability, and liquor liability (if applicable) naming the city of Flagstaff as additional insured.
2. Insurance coverage must be maintained for the duration of the event including setup and dismantle dates.
3. The certificate must indicate the dates, times, and location of the event. The person/organization listed on the certificate must be the Applicant/Event Organizer.
4. For event series or organizations with multiple events throughout the year, the event organizer may use the following verbiage: "City of Flagstaff is listed as additional insured for any and all events held on City property."
5. Have insurance providers address the certificate to the attention of the City of Flagstaff Recreation Services and submit it with the Special Event Permit Application.
6. Minimum limits are as follows:
  - \$ 1,000,000 per occurrence
  - \$ 1,000,000 aggregate
  - \$ 1,000,000 automobile liability (or non-owned automobile liability)
  - \$ 1,000,000 liquor liability insurance (if applicable)
7. Additional limits may be required after review.
8. Providing the above-listed insurance does not in any way reduce or eliminate any responsibility assumed under the indemnity agreement, described in the Special Event Permit Application as **Affidavit of Applicant/Event Organizer**.
9. The following applies to Amusement Rides:
  - The State of Arizona through statute - ARS 44-1799.61 - 1799.64 requires an amusement ride operator have \$2 million CSL liability limits (or split limits of \$1mil BI & \$500,000 PD).
  - This statute requires the operator to provide documentation of insurance, inspection and permit to each sponsor, lessor or property owner of the property where the amusement ride is operated.
10. Contact City of Flagstaff Risk Management at (928) 213-3634 for more information.

**TENTS OR CANOPIES:**

1. Stakes may not be driven into turf, grounds, asphalt or other surfaces without explicit written approval from the Parks Department. If approved, the Applicant/Event Organizer must call Blue Stake (1-800-782-5348) at least five (5) days before the event to locate utilities. The Blue Stake notice number must be provided to Office of Community Event prior to any staking.
2. Any damage to underground utilities or irrigation due to authorized or unauthorized staking is the responsibility of the Applicant/Event Organizer.
3. When staking is not approved tents must be securely weighted down to ensure public safety. Small tents or canopies must be properly weighted to prevent the tent or canopy from blowing or falling over.
4. The Parks Department or Recreation Services-Office of Community Events will indicate areas approved for large tents or canopies. All tent locations and sizes must be marked on the submitted site plan.
5. Tents over 200 square feet and canopies over 400 square feet must be flame retardant and will require approval and inspection from the Flagstaff Fire Department. Submit a Certificate of Flame Retardancy to the Office of Community Events. Tent services providers will provide a copy of certificate.

**ELECTRICAL INFORMATION:**

1. Proper cords must be used (12/3 for outdoor use), all National Electric Codes must be followed, and connections must be weatherproof. Cords extending over sidewalks must meet ADA standards and be covered with Truck Tracks to prevent any tripping hazards.
2. Generators larger than 25 Kva require an over-the-counter electrical permit from Development Services Division (contact 779-7631, Ext. 7216 or 7243.) The following rules apply:
  - A licensed electrical contractor is to be used for installation and set up and must be on site during inspection with City Electrical Inspector.
  - Inspection of generator set-up is required. Fees apply when inspection must occur during non-City Hall business hours. If an event requires multiple generators, the permit fee per generator is lowered for each additional generator (as long as the event coordinator or the hired Electrical Contractor accounts for all of the generators involved).
  - If each vendor applies for a permit separately, each vendor will pay the full electrical permit fee and the after hour inspection if applicable.
  - For more information on generator permit costs refer to the Special Event Fees and Charges.
  - Larger generators may require a grounding stake. The location of each generator must be on the submitted site plan and approved by the Parks Department. Blue Stake (1-800-782-5348) may be called if a generator requires staking.
  - A fire extinguisher must be kept near generators. Minimum size: 2A-10BC.

**SANITATION AND RECYCLING:**

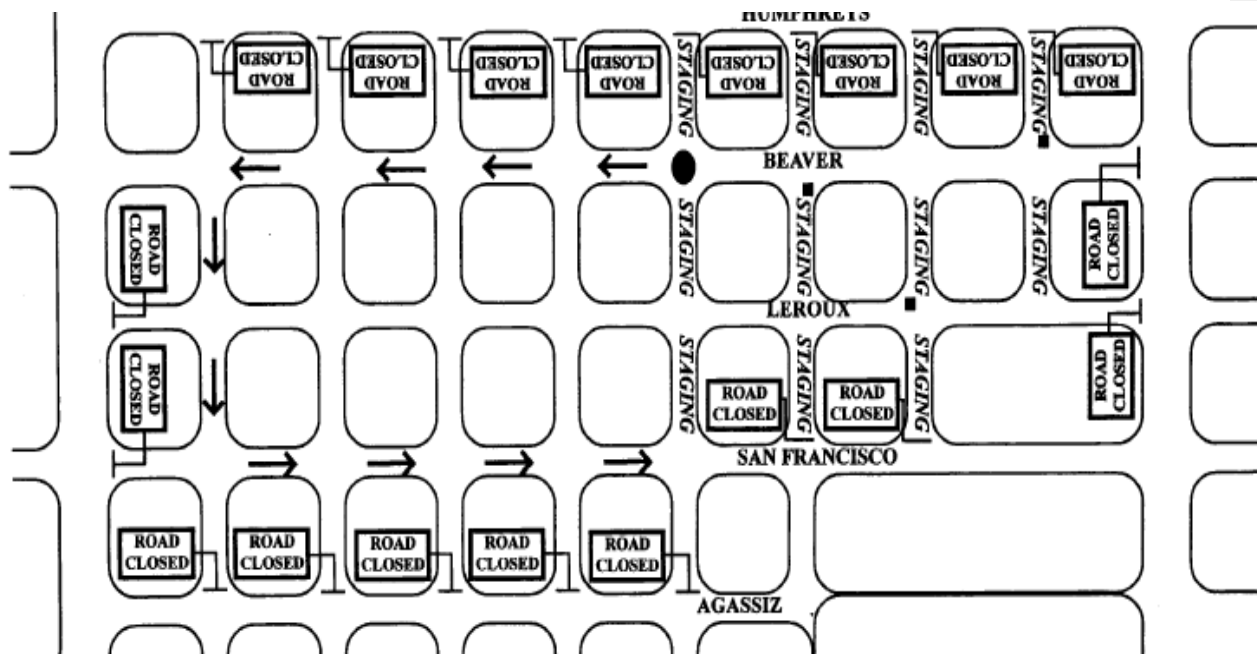
1. For events and series of events occurring on city-owned property, the Applicant/Event Organizer must arrange dumpsters or container services for refuse and are responsible for providing on-site recycling containers.
2. The provision of on-site containers for the collection of recyclable materials must meet the following standards:

- Container Quantity- The number of recycling containers shall equal the number of solid waste containers.
  - Container Placement- The solid waste and recycling containers shall be placed next to one another throughout the event venue.
  - Accepted Materials- The types of recyclable materials suitable for deposit into each recycling container shall include, at a minimum, aluminum and metal cans, cardboard, and rigid plastic containers (#1-#7- except Styrofoam, plastic wrap, and plastic bags). Additional recycling materials may be collected as long as they conform to the City's current list of acceptable recycling materials. The most recent list may be obtained by visiting the City of Flagstaff website at <http://flagstaff.az.gov//index.asp?nid=966>.
  - Container Identification and Signage Each recycling container shall be clearly identified as a recycling container and display a list of the types of recyclable materials that may be deposited into the container.
  - Transfer of Accepted Materials- Recyclable materials deposited in to the recycling containers must be delivered to a recycling facility or dumpster for recycling, not a landfill or refuse dumpster for disposal.
3. Event organizers are responsible for removal of all trash generated by the event to the appropriate dumpsters serving the event. If City staff finds the receptacles full or overflowing (additional waste found within the park) after the teardown time stated on the permit, Applicant/Event Organizers may be billed an additional service charge to be determined according to time spent cleaning the waste (see staffing costs, Park Maintenance).
  4. If City of Flagstaff recycling containers are used during the event and are returned contaminated with food or liquids the Applicant/Event Organizer will be billed a per container charge for cleaning.
  5. Call Environmental Services at (928) 779-7664 for assistance in determining trash and recycling needs.

#### **PARADES, MOTORCADES, WALKS AND RACES:**

1. Detailed illustration of event routes, assembly, and disassembly areas are to be included on the Event Site Plan and submitted with the Special Events Application. When street closures are proposed, a Traffic Control Plan must also be included.
2. Throwing any items from parade floats is prohibited.
3. When an event route extends beyond City limits/jurisdiction, written approval for property use is required from the associated agency (state highways, railroad, National Forest Service, etc.) The approval must be submitted with the Special Event Permit Application.
4. The Applicant/Event Organizer is responsible for cleaning the parade, motorcade, walk, or race route. **Scheduling street sweepers IS required.** Contact the Streets Department at (928) 779-7685, ext. 7264 for rates and availability.
5. Removing trash from spectator areas (i.e. sidewalks) is also the responsibility of the event organizer.
6. Contact the Flagstaff Police Department to discuss police escorts.
7. Portable restrooms are required along the parade route for event attendee use.
8. The following route is the Standardized Parade Route available to Applicant/Event Organizers for the Historic Downtown Business District. With the exception of the following annual parades, Armed Forces Day Parade, 4<sup>th</sup> of July Parade, NAU Homecoming Parade and the Northern Lights Holiday Parade, the proposed use of the Standardized Parade Route must be approved by Council.

\* The route above does not include approved signage by the Office of Traffic Engineers. This is not a Traffic Control Plan.



#### **WATER:**

1. Recreation Services does not provide water connections for events.
2. There are two water needs options available for Event Organizers:
  - Water can be hauled to the site. The City of Flagstaff does not provide recommendations for water delivery vendors.
  - Water can be supplied by a Hydrant Meter at the event location if available. Fees and deposits may apply.
3. Hydrant Meter set-up and removal will only occur Monday-Friday from 8:00 a.m. – 3:00 p.m.
4. Event Organizers are responsible for hydrant meter, all consumption recorded on hydrant meter, and backflow device.
5. Event Organizers must contact the Customer Service Manager seven (7) business days prior to the event at (928) 779-7685, ext 7336 to set up service.
6. For after hours emergencies, call (928) 774-0272.

#### **EQUIPMENT RENTAL:**

1. Banner poles may be picked up at the Office of Community Events the day prior to the event at 9:00 a.m. and must be returned the next business day following the event.
2. The Applicant/Event Organizer and City staff must mutually inspect and agree on the condition of the equipment prior to the event and upon return of the items.
3. It is the responsibility of the Applicant/Event Organizer to demonstrate to staff that they fully understand the safe operation of any equipment rented.
4. Rentals are available on a first-come, first served basis.
5. It is the responsibility of the Applicant/Event Organizer to pay the cost to replace or repair any damaged equipment.



### **BANNER GUIDELINES:**

1. Regulations governing temporary signs can be found in the Land Development Code 10-08-001-04.
2. Method of Banner Display
  - Intent to display banners must be indicated on the Special Event Permit Application.
  - Banners may be temporarily displayed in Wheeler Park and Heritage Square at designated locations on poles provided at no charge by Recreation Services – Office of Community Events.
  - Banner poles may be scheduled and picked up at the Office of Community Events the day prior to the event at 9:00 a.m. and must be returned the next business day following the event.
  - Identify banner locations on the Event Site Plan. Visual markers must be attached to cords between the banner's lower corners and the pole.
  - Banners may be affixed to temporary fixtures and equipment brought onto the permit site (such as a canopy, tent, stage, or food booth) by the Applicant/Event Organizer.
  - Banners must be identified on the Event Site Plan for placement on permanent structures and approval is required.
  - If approved, banners may only be affixed using plastic zip ties and must be removed and disposed of at the conclusion of the event.
  - Banners may not be affixed to trees.
  - Banners **may not** be displayed on buildings or within rights-of-way. An exception is the downtown banner program, which allows banners to be displayed on the streetlights constructed specifically to accommodate the downtown banner program (per Sign Ordinance).
  - Event banners must remain within the event site.
3. Banner Design
  - Banners affixed to the City's banner pole sleeves may not exceed sixty (60) square feet in total area.
  - Banners affixed to all other temporary fixtures may not exceed twenty-four (24) square feet in total area.
  - Banners may not promote products that are illegal to consume by the patrons attending the event.
  - Banners with liquor references are allowed only if the special event has obtained a liquor license. In this case, display of the banners is restricted to the designated drinking area or "beer garden." The banners must face inward to the event area.
  - Banner language or depictions may not be profane or obscene.

### **PERMIT HOLDERS AGREEMENT:**

The special event Applicant/Event Organizer/event organizer will be required to sign the Permit Holders Agreement prior to issuance of the Special Event Permit. By signing the Permit Holders Agreement, the permit holder(s) acknowledge and agree that they:

- Are aware of the non-refundable application fee
- Are aware of hazards to the safety of personnel and property that is inherent in the operation of the event and any related equipment
- Will operate the event and use of any related equipment in a safe manner

- Will maintain in force, throughout the duration of the event, liability insurance coverage
- Will operate only from the areas specifically designated
- Will clean operating areas of all trash and loose debris accumulated as a result of the activity prior to vacating the area
- Applicant/Event Organizer will remove all equipment or items associated with the event by the end of their allotted reservation schedule
- Will provide the City of Flagstaff, Recreation Services – Office of Community Events all necessary deposits (i.e. key and/or cleaning)
- Will provide security as warranted and be responsible for the control of spectators assembling as a result of the activity
- Will be responsible for any privately owned equipment left at the facility
- Will abide by all conditions of use
- Will return all City issued rental equipment to appropriate location within one business day after the event in the same condition as received
- Will provide access to event in accordance and compliance with American Disabilities Act standards
- Will defend, indemnify and hold harmless the City of Flagstaff.

**FAILURE TO COMPLY:**

Failure to comply with rules, regulations and policies may result in the following:

- Termination/cancellation of event or rental contract
- Eviction from the premises
- Loss of future rental privileges
- Impact the Status Category of the event (Good Standing, Probationary Standing, Poor Standing)